

Message Text

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ORIGIN SS-20

INFO OCT-01 NEA-10 ISO-00 A-01 ABF-01 NSC-10 OC-06 PRS-01

SY-10 CPR-02 NSCE-00 RSC-01 /063 R

DRAFTED BY S/S-EX:RMMILLER:MKWM

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FM SECSTATE WASHDC

TO AMEMBASSY AMMAN IMMEDIATE

C O N F I D E N T I A L STATE 236940

E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER), OCON

SUBJECT: SECVISIT - ADMIN. ARRANGEMENTS

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING SATURDAY, DECEMBER 15 ABOARD
SPECIAL MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED
THIRTY-FIVE PEOPLE, INCLUDING SUPPORT STAFF AND PRESS.
FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE
PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND
DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL
NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE
PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/
EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE
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GRANTED.

3. SECURITY.

SPECIAL AGENT FROM THE OFFICE OF SECURITY (SY/I/PSB)
A SPECIAL AGENT FROM THE OFFICE OF SECURITY (SY/I/PSB)
WHO WILL BE RESPONSIBLE FOR ALL SECURITY ASPECTS OF
THE SECRETARY'S VISIT WILL ARRIVE AT POST FIVE TO
SEVEN DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S
PARTY. HIS ETA TOGETHER WITH ADVANCE SECURITY
INSTRUCTIONS WILL BE THE SUBJECT OF A SEPARATE
MESSAGE.

4. ACCOMMODATIONS.

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL
IF POSSIBLE.

A. SLEEPING QUARTERS

PRESENT REQUIREMENTS ARE ONE SUITE AND THIRTY-FOUR
SINGLES.

B. OFFICE SPACE AND STAFF

SEVEN DOUBLE ROOMS WILL BE REQUIRED, AS FOLLOWS:

(1) SPECIAL ASSISTANTS OFFICE

REMOVE BEDS AND SET UP WITH FOUR DESKS OR WORK TABLES,
PHONES, ADEQUATE LIGHTING AND TWO IBM ELECTRIC EXECUTIVE
PROPORTIONAL TYPEWRITERS IF AVAILABLE, OR, ALTERNATIVELY,
TWO OTHER IBM ELECTRIC PICA TYPEWRITERS, WITH TYPE-
WRITER STANDS.

(2) HOLDING ROOM

REMOVE BEDS AND SET UP AS A SITTING ROOM.

(3) SY COMMAND POST.

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(4) STAFF OFFICE

REMOVE BEDS AND SET UP WITH FIVE DESKS OR WORK TABLES,
PHONES, ADEQUATE LIGHTING AND THREE IBM ELECTRIC PICA
TYPEWRITERS, WITH TYPEWRITER STANDS.

PROVIDE TWENTY-FOUR-HOUR SECRETARIAL COVERAGE BY
SCHEDULING TWO TOP-SECRET-CLEARED SECRETARIES FOR
16 HOURS AND HAVING TWO OTHERS ON CALL THE REMAINING
8 HOURS.

IDEALLY, THESE ROOMS SHOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF THE CORRIDOR, BEDROOMS FOR THE TWO SPECIAL ASSISTANTS ON EITHER SIDE OF THE SUITE ACROSS THE CORRIDOR FROM ONE ANOTHER, THE HOLDING ROOM AND THE SPECIAL ASSISTANTS OFFICE NEXT TO THE ABOVE TWO

BEDROOMS RESPECTIVELY, THE SY COMMAND POST NEXT TO THE SPECIAL ASSISTANTS OFFICE, AND THE STAFF OFFICE NEXT TO THE COMMAND POST. FYI - THE OBJECT OF THIS ARRANGEMENT IS TO OBTAIN FOR THE SECRETARY THE OPTIMUM IN EFFICIENCY, PRIVACY AND SECURITY AT THE SAME TIME.

(5-6) S/S-S OFFICE

REMOVE BEDS FROM TWO CONNECTING ROOMS AND SET UP WITH:

(A) THREE DESKS OR WORKING TABLES FOR OFFICERS AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE LIGHTING.

(B) NORMAL OFFICE SUPPLIES AND FORMS.

(C) TWO CONFERENCE TYPE TABLES.

-(D) ONE BEST AVAILABLE COPYING MACHINE - ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF THE MACHINE AND/OR A BACKUP MACHINE.

-(E) TWO COPIES EMBASSY PHONE BOOK, THE POST
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REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

(F) THREE ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM ELECTRIC.

(G) TELEPHONES - A MINIMUM OF THREE FOR THE TWO-ROOM OFFICE.

(7) VISITORS CONTROL ROOM (SEE PARAGRAPH 9).

S/S-S OFFICE AND VISITORS CONTROL ROOM SHOULD BE AT A LOCATION WELL AWAY FROM THE SECRETARY'S SUITE.

C. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS SPECIAL ASSISTANTS TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE SPECIAL ASSISTANTS TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO

THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT
RING IN THE SECRETARY'S SUITE.

D. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS
POST SHOULD ATTEMPT TO OBTAIN ROOM NUMBERS, ASSIGN PARTY

TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT
(S/S-EX) AS SOON AS POSSIBLE.

E. PARTY SHOULD BE PRE-REGISTERED WITH KEYS IN DOORS.
IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS CONTROL
ROOM FOR PICK-UP.

- F. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY
VIA MILITARY CHANNELS.

G. ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS,
INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM
IN ORDER.

5. GROUND TRANSPORTATION.

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A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS
ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR
REST OF PARTY:

(1) LIMOUSINE FOR SECRETARY (WITH SECURITY
CLEARED CHAUFFEUR);

(2) ONE VEHICLE FOR SECRETARY'S SPECIAL
ASSISTANTS;

- (3) ONE VEHICLE FOR SECRETARIAT STAFF
(S/S-S);

. (4) TWO VEHICLES WITH DRIVERS FOR SY
AGENTS.

(5) ONE VEHICLE FOR WHCA PERSONNEL.

POST MUST NOT PLAN ON USE OF THE ABOVE INDIVIDUALLY
ASSIGNED VEHICLES FOR OTHER PURPOSES.

B. WILL HOST GOVERNMENT PROVIDE ANY LOCAL
TRANSPORTATION? IF SO, WHAT?

C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE
CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER
ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND

FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF
OFFICIAL PARTY.

D. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

(1) AIRPORT TO HOTEL;

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(2) AIRPORT TO RESIDENCE;

(3) AIRPORT TO EMBASSY;

- (4) HOTEL TO RESIDENCE;

(5) HOTEL TO EMBASSY;

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(6) HOTEL TO FOREIGN MINISTRY;

(7) RESIDENCE TO EMBASSY;

(8) RESIDENCE TO FOREIGN MINISTRY;

(9) EMBASSY TO FOREIGN MINISTRY;

(10) OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR
EMBASSY OR RESIDENT TO SPECIFIC LOCATION OF OFFICIAL
RECEPTIONS OR OTHER FUNCTIONS.

6. BAGGAGE.

A. SECRETARY'S BAGGAGE:

SY ADVANCE AGENT WILL INDICATE SPECIAL SECURITY
REQUIREMENTS.

B. OTHER BAGGAGE:

(1) A LARGE ENCLOSED OR COVERED TRUCK SHOULD
. BE PROVIDED FOR BAGGAGE, WITH RACK FOR DRESS OR
SUIT BAGS.

(2) BAGGAGE MUST BE UNDER VISUAL OBSERVATION
OF AN AMERICAN EMPLOYEE DURING MOVES AND AFTER IT
HAS BEEN ASSEMBLED AT CONTROL ROOM OR OTHER LOCATION
PRIOR TO DEPARTURE OF PARTY (UPON ARRIVAL BAGGAGE
MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN,
LOCAL EMPLOYEES, ETC. HOWEVER, PARTY MEMBERS WILL
ACCOMPANY THEIR LUGGAGE TO COLLECTION POINT UPON
DEPARTURE.)

7. COMMUNICATIONS.

A. TELEPHONE COMMUNICATIONS SHOULD ALLOW FOR TWO
SIMULTANEOUS VOICE CONVERSATIONS WITH THE WHITE HOUSE
FOR DURATION OF SECRETARY S VISIT TO YOUR POST.

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ADVISE SOONEST WHETHER THIS CAPABILITY PRESENTLY EXISTS.
IF SO YOU SHOULD MAKE APPROPRIATE ARRANGEMENTS WITH
LOCAL TELEPHONE COMPANY TO PROVIDE PRIORITY OVERRIDE
FOR SECRETARY IN EVENT TELEPHONE CIRCUITS REQUIRED.

WE WISH TO EMPHASIZE THAT THE NEED IS FOR PRIORITY
OVERRIDE. SEPARATELY-LEASED DEDICATED LINES ARE NOT
REQUIRED.

, B. S/S REQUIREMENTS DISCUSSED SEPTEL.

C. POST WILL BE EXPECTED TO PROVIDE 24 HOUR
COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO
AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS
PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER
DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY
OF ANY TDY COMMUNICATOR REQUIREMENTS.

D. CAN USIS INFORMALLY ARRANGE FOR LOCAL NEWS
SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE
AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS
SERVICE.

8. SECURE AREA.

THE FOLLOWING ROOMS (SEE PARAGRAPH 4B) SHOULD BE WITHIN
A SECURE AREA OR HAVE CONTROLLED ACCESS USING MSGS:

A. SPECIAL ASSISTANT'S OFFICE.

B. STAFF OFFICE.

C. S/S-S OFFICE.

9. VISITORS CONTROL ROOM.

VISITORS CONTROL ROOM IN HOTEL - BEDROOM FURNITURE SHOULD
BE REMOVED IF POSSIBLE OR ROOM REARRANGED SO THAT THE
FOLLOWING MAY BE ACCOMPLISHED:

A. TABLE FOR ACCOMMODATION EXCHANGE FOR THE
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DURATION OF THE VISIT (PRE-PACKAGED MONEY IS RECOMMENDED).
EXCEPT FOR A FEW HOURS AFTER ARRIVAL OF THE PARTY AND A
FEW HOURS PRIOR TO DEPARTURE, TRANSACTIONS CAN BE HANDLED
BY THE EMPLOYEE IN CHARGE OF THE CONTROL ROOM.

B. TABLE FOR MAPS, BOOKLETS, AND INFORMATION SHEETS
(ONLY ONE SUBJECT PER SHEET) ON:

LAUNDRY AND DRY CLEANING FACILITIES,
HAIR DRESSER FACILITIES,
RESTAURANTS,
PLACES OF INTEREST (MUSEUMS, ART GALLERIES, ETC.),
DOLLAR/LOCAL CURRENCY CONVERSION TABLES,
MEDICAL FACILITIES,
HEALTH PRECAUTIONS,
MOTOR POOL INFORMATION,
PLACES OF ENTERTAINMENT,
LIST OF DO'S AND DON'TS,
ROOM ASSIGNMENTS,
TELEPHONE LISTING OF KEY PERSONNEL.

(NOTE: PREPARATION OF THIS MATERIAL FROM SCRATCH BY THE
EMBASSY SHOULD NOT BE GIVEN UNDULY HIGH PRIORITY. USE
FREE BROCHURES ISSUED BY HOST COUNTRY TOURIST OFFICE,
CURRENCY CONVERSION TABLES (PARTICULARLY IF THEY ARE
AVAILABLE FROM A LOCAL BANK) AND CITY MAPS SUPPLIED BY
TOURIST OFFICE, ETC. THE MOTOR POOL INFORMATION SHEET
IS THE ONLY ONE TO BE PLACED IN EACH INDIVIDUAL'S HOTEL
ROOM; INDIVIDUAL WELCOME OR INFORMATION KITS FOR PARTY
ARE NOT REQUIRED.)

C. CIGARETTES, BEVERAGES, AND SUNDRY ITEMS SHOULD
BE AVAILABLE FOR SALE.

D. FOREIGN SERVICE LOCALS CAN AND SHOULD ASSIST IN
THE OPERATION OF THE CONTROL ROOM.

E. IN ADDITION TO A TABLE FOR A PERSON HANDLING
ACCOMMODATION EXCHANGE, THERE SHOULD BE A WORK TABLE
FOR THE CONTROL ROOM OFFICER AND ONE ELECTRIC AND ONE
MANUAL TYPEWRITER IN GOOD WORKING ORDER SHOULD BE
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AVAILABLE FOR USE. A LARGE BULLETIN BOARD EITHER WALL
MOUNTED OR ON AN EASEL SHOULD BE AVAILABLE FOR POSTING
NOTICES, INFORMATION, ETC., FOR THE PARTY.

F. BAR FACILITIES ARE NOT TO BE PROVIDED IN THIS
ROOM.

- G. ACCESS TO THIS ROOM IS NOT TO BE CONTROLLED BY MSGS AS THERE WILL BE NO OPEN STORAGE OF CLASSIFIED MATERIAL.

10. FUNDING.

A. STATE WILL PAY ALL COSTS FOR FOLLOWING MEMBERS OF PARTY:

, SECRETARY OF STATE KISSINGER
(ADDITIONAL NAMES WILL BE SUPPLIED SEPTTEL.)

CHARGE APPROPRIATION 1940522 ALLOTMENT 4K-1001-7.

B. STATE WILL ALSO PAY FOLLOWING EXPENSES:

- (1) MEAL COSTS OF MSGS OR LOCAL EMPLOYEES
WORKING SHIFTS OF OVER 8 HOURS
- (2) ANY REPRESENTATION FUNCTIONS HOSTED BY THE
SECRETARY

CHARGE APPROPRIATION 1940522 ALLOTMENT 4K-1001-7.

C. STATE WILL PAY HOTEL ROOM COSTS INCLUDING SERVICE CHARGES AND TAXES FOR ALL OTHER STATE PERSONNEL TRAVELLING ON SECRETARY'S AIRCRAFT. THESE STATE MEMBERS WILL PERSONALLY PAY FOR ALL OTHER CHARGES ON THE HOTEL BILL INCLUDING MEALS, LAUNDRY, BEVERAGES, ETC. POSTS SHOULD INSTRUCT HOTEL IN ADVANCE TO PREPARE (1) FOLIOS FOR THE COST OF THE ROOMS FOR PAYMENT BY THE POST AND (2) SEPARATE FOLIOS FOR PERSONAL PAYMENT BY INDIVIDUAL TRAVELLERS PRIOR TO DEPARTURE.

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FOR (1) CHARGE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 402165, OBJECT 2589.

D. IN ADDITION TO ABOVE, STATE WILL PAY:

- (1) SPECIAL ASSISTANTS OFFICE RENTAL
- (2) HOLDING ROOM RENTAL
- (3) SY COMMAND POST
- (4) STAFF OFFICE RENTAL
- (5) S/S-S OFFICE
- (6) VISITORS CONTROL ROOM RENTAL

CHARGE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 402165, OBJECT 2589.

E. N.S.C. STAFF TO BE HANDLED AS STATE TRAVELLERS
IN (C) ABOVE.

CHARGE APPROPRIATION 1940113, ALLOTMENT 2034.

F. WHCA PERSONNEL WILL PAY THEIR OWN HOTEL BILLS,
IN EVENT THEY RENT HOTEL SPACE FOR OFFICIAL PURPOSES
AND WHCA TRIP OFFICER AUTHORIZES THE EXPENDITURE IT MAY

BE CHARGED TO APPROPRIATION 1940113, ALLOTMENT 2034.
THE LATTER ALSO APPLIES TO VEHICLE RENTALS FOR WHCA.

- G. VOUCHERS FOR ALL EXPENSES (PARAGRAPHS A AND B
ABOVE) CHARGED TO STATE APPROPRIATION 1940522, ALLOT-
MENT 4K-1001-7, SHOULD BE CLASSIFIED "CONFIDENTIAL
(PURSUANT TO 31 USC, SECTION 105-RS291)". COPIES OF
ALL PAID BILLS SHOULD BE FORWARDED TO S/S-EX, ATTN.:
MR. ROBERT M. MILLER. THIS IS IN ADDITION TO THE
REQUIREMENTS FOR REPORTING EXPENDITURE UNDER FS-477
PROCEDURES.

H. FOR ALL HOTEL ROOM EXPENSES (PARAGRAPHS C AND
D ABOVE) CHARGED TO STATE APPROPRIATION 1940113, ALLOT-
MENT 1001, OBLIGATION 402165, OBJECT 2589, COPIES OF
ALL OBLIGATING DOCUMENTS (PURCHASE ORDERS, CONTRACTS,
ETC.) TOGETHER WITH COPIES OF PAID BILLS FOR EACH
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INDIVIDUAL SHOULD BE FORWARDED TO S/S-EX, ATTN.:
MR. ROBERT M. MILLER. THIS IS IN ADDITION TO THE
REQUIREMENTS FOR REPORTING EXPENDITURES UNDER FS-477
PROCEDURES.

I. FOR ALL CHARGES (PARAGRAPHS E AND F ABOVE)
TO STATE APPROPRIATION 1940113, ALLOTMENT 2034 TWO
SEPARATE FS-477S (FOR NSC, AND WHCA) EACH SUPPORTED
BY PAID BILLS SHOULD BE SENT TO DEPARTMENT, ATTN.:
MR. KEN DAY, BF/FS.

J. REGIONAL BUREAUS WILL ISSUE ORDERS AND FUND
ANY COSTS FOR TDY EMPLOYEES DETAILED TO POST TO SUPPORT
VISIT.

K. POST WILL FUND ALL OVERTIME COSTS (AMERICAN
AND LOCAL), PRINTING, RENTALS, SUPPLIES, VEHICLE
RENTALS OR OTHER RELATED EXPENSES.

L. PARTY WILL NOT PAY MEAL COSTS FOR AMERICAN
EMPLOYEES WORKING IN CONTROL ROOM.

M. PRESS WILL PAY THEIR OWN BILLS.

ANY QUESTIONS REGARDING FUNDING INSTRUCTIONS SHOULD BE
SENT TO S/S-EX, MR. ROBERT M. MILLER.

11. GIFTS.

WE DO NOT PLAN EXCHANGE OF GIFTS AT MINISTERIAL
LEVEL UNLESS YOU RECOMMEND OTHERWISE.

12. MISCELLANEOUS.

A. ADVISE OF ANY LOCAL HOLIDAYS, WORKING CONDITIONS
OR SPECIAL SITUATION (I.E., STRIKES, CURTAILMENT OF
SERVICES, ETC.) THAT MIGHT AFFECT THE VISIT.

- B. ADVISE OF ANY SPECIAL PRECAUTIONS YOU DEEM
NECESSARY CONCERNING POTABILITY OF WATER. EXCEPTING
BOTTLED WATER AND POTABLE ICE, NO REPEAT NO BEVERAGES
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ARE TO BE PLACED IN ROOMS OF MEMBERS OF THE SECRETARY'S
PARTY. ALSO NO FLOWERS.

C. ADVISE LOCAL ELECTRIC CURRENT CHARACTERISTICS
(VOLTAGE AND CYCLES).

- D. PLEASE FURNISH ANTICIPATED LOCAL WEATHER
CONDITIONS, INCLUDING AVERAGE HIGH AND LOW TEMPERATURES,
SO THAT MEMBERS OF PARTY CAN BE GUIDED ACCORDINGLY WHEN
ARRANGING CLOTHING (INCLUDING EVENING CLOTHES) FOR THE
TRIP.

13. DEPARTMENT CONTACTS FOR VISIT.

TRIP CONTACT OFFICER (WILL ACCOMPANY THE SECRETARY) -
ROBERT M. MILLER, S/S-EX, EXT. 20982.

TRIP PROJECT OFFICER (DEPARTMENT ADMINISTRATIVE SUPPORT) -
CHARLES P. REILLY, S/S-EX, EXT. 29221.

ADVISE SOONEST NAME OF EMBASSY CONTROL OFFICER(S) AND
HOME TELEPHONE NUMBER(S). KISSINGER

NOTE BY OC/T: ADVANCED HARD COPIES SENT TO SSO AND CCO.

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<< END OF DOCUMENT >>

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